

**USACE FINANCE CENTER
BIWEEKLY REPORT
PERIOD ENDING 13 MAY 2005**

I. CEFMS:

A. We released a new CEFMS screen for the UFC to prevent certain processes from running at month end. Initially, this will include the Cost Transfer Function. The parameters of the Non-Processing Days Maintenance Screen can be set not to allow any cost transfers on a particular day, or to only allow transfers within the same Disbursing Station Number. There is also an exception page, where a particular FOA can be left open while the others are closed for use.

B. We made a change to the bulk purchase request process. Previously, during approval and certification of a bulk purchase request, the child purchase request was approved prior to the parent. As a result, funds were decreased from the funding account for the child and then increased by reducing the parent. When a funding account was zero, this caused an error stating that the funding account could not be negative. We corrected this problem by changing CEFMS so that the parent amendment is approved first.

C. We researched a problem at the UFC concerning undeliverable emails from the travel advice notices. Beginning the week of 2 May 05, the returned messages did not contain an explanation of the error or an attachment of the email, as they did previously. We made a programming modification that corrected the problem.

D. We participated in the Intra-Governmental Transaction System (IGTS) Working Integrated Product Team (WIPT) for disbursement and collections on 5 May 05. This was held via teleconference at Arlington, VA. The purpose of the meeting was to finalize this particular charter and solicit feedback from the DoD entities. At this point, they are only looking at concepts and there was no discussion on system changes.

E. We assisted 13 USACE activities with reorganization of their databases on 6 May 05. We completed the CEFMS processes without any major complications. We received email with favorable comments on how quickly the programs executed and how streamlined the process had become. We added an edit and warning message if a user's database is not in restricted mode while executing reorganization. Some activities follow the checklist very well, while others sometimes forget this step. We also added an edit to verify that all reorganization steps have been completed prior to allowing the last closeout step to be executed to ensure USACE activities do not skip over critical steps.

F. We changed the CFOELIM Report that is used by UFC for CFO elimination entries. We added two columns to the report (work item code and acct phase code) to minimize the research conducted by UFC personnel. Many transactions are entered with the incorrect debtor class codes which cause the accounts payable and receivables to post to the incorrect general ledgers. We continually remind USACE activities to select and enter the correct debtor class codes to save UFC personnel time in researching incorrect debtor class codes during the CFO compilation process.

G. We changed the Military Interdepartmental Purchase Requests (MIPRS) obligations so that when a MIPR is printed, the technical and financial POCs are now included. Although this information is included on the PR&C, many USACE activity personnel review the obligation, and that is what is maintained in the files. Therefore, this information will be very helpful for research purposes.

H. Some USACE activities have reported problems when obligating direct fund cites. The required resource code on the PR&C for non-COE government agencies is WKBOTHFED. Although the activities were using this resource code, they were not using the correct Element of Resource (EOR) codes when obligating the contract. We are working with these activities to explain procedures for direct fund cite PR&Cs and obligations and to ensure the correct EOR codes are used.

I. We modified the CEFMS screen that creates a Revolving Fund asset work item to require the user to link asset work items for a property id code for additions and betterments found on works, transfer-ins, donations, disposals, and gain or loss on disposal of an asset.

J. We modified the form used for transferring book cost from one Revolving Fund property id code to another to restrict transfers to the same PRIP indicator.

K. The following modifications are part of our continuing effort to revise the revolving fund financial business processes in USACE:

- We modified or deleted twelve revolving fund general ledger correlations for cost transfers and are testing to ensure the changes are correct.
- We developed scripts for changes to general ledger correlations for labor distribution as required for the Revolving Fund Redesign. These scripts which will be executed to update the respective tables in the database. Testing will begin to ensure that the software change is released for FY06.

L. A USACE activity reported a problem with the totals reflected on the Prompt Pay Act report, which provides a summary of interest penalties paid so that it agrees with the Prompt Pay Detail listing report. Before the change, the Prompt Pay Act report was not picking up all interest transferred from Military to Civil appropriations.

M. A Multipurpose Power District reported that they could not select certain work category codes when setting up their database work breakdown structure to ensure proper reporting of Multipurpose Power costs. We modified the work category pick list so that the correct work category codes can now be selected.

N. We added trading partner agreement (TPA) information, inactive indicators, and replacement agency location to Agency Location Screen 10.01. The TPA information permits the customer order financial approver to be advised when all agency locations assigned to a customer order have a TPA with USACE and Intra-government Payment and Collection (IPAC) procedures apply. Additionally, screen 10.01 now permits the UFC to deactivate and replace agency locations. If this occurs, active customer orders are adjusted to effect these changes and an email message is sent advising the last person to financially approve the customer order of the changes. These changes permit the UFC to control and change agency locations assigned to customer orders throughout USACE which is critical to the efficient use of IPAC.

O. We prepared and submitted report of 2004 training costs per a request from HQUSACE. The information will be use to prepare a presentation to LTG Strock.

P. We implemented verification of user logon for CEFMS databases at all USACE activities. This process basically determines if a user has an approved current access request applied to the applicable database before the user is allowed to login to the CEFMS application. If the user does not have an approved current access request applied, then another user with appropriate roles must either re-sign the user's access control record or a new request must be generated, approved and applied before the user is allowed access. In addition, we developed a procedure for the Gulf Region Division (GRD) database so that the exception implemented to resolve unique GRD access control requirements is no longer required. GRD can now access the bulk option available to all USACE activities and generate approved and applied requests as needed for current users. This will standardize access processes across all CEFMS databases.

Q. We modified CEFMS travel orders to have travel remark code 148 automatically populate when the transportation is Government furnished and billed using a centrally billed account. We also made a change to automatically populate travel orders with travel remark code 149 when the mode of transportation indicates transportation to be paid for by traveler (individually billed account).

R. We modified the CEFMS Local Travel process to provide reviewers more informative error messages when they attempt to approve a local travel voucher after the corresponding PR&C has been deleted. These vouchers can now be queried in the local travel create/update screen and deleted. In the past when this occurred, the reviewer would have to create a problem report and we would write a script to delete hanging local travel vouchers. We also created a new Invalidate_Signature function in local travel that will be executed instead of nulling out the electronic signature fields when a traveler updates a local travel voucher before it is reviewer approved. This will allow travelers to correct a voucher.

S. During a visit to our Millington location on 10-13 Apr 05 to support the release of WinIATS v6.0.4., we identified several problems with the new release that required correction. Some problems have not been resolved because v6.0.4 had already been released to Department of Army before the April release to USACE. We continue to have issues with supplemental vouchers on partial payments. We have also determined that new code for Corps of Engineers Floating Plant (CEFP) is computing settlements based on the standard CONUS lodging and MIE rate which is based on the JTR. USACE has previously paid CEFP vouchers based on the locality on the orders which is usually a higher rate than the standard rate. The UFC is checking into this matter but believes local unions will be a problem if we try to enforce the standard rates. If we can justify paying the locality rates, we will ask for a change in IATS. We also have problems with Volunteer Returns and Authorized Delays. We will submit System Change Requests (WinIATS Problem reports) for the Oct IATS release 6.05 for all USACE/IATS problems.

II. PROBLEM REPORTS/IMBALANCES:

A. Open problem report inventory:

	<u>This Report</u>	<u>Last Report</u>
Total Problems	746	804
Priority #1 Problems	67	79

Received 163 new problem reports and completed 221 problem reports.

B. Database Imbalances on our 62 Production Sites:

<u># of Imbalances</u>	<u>This Report</u>	<u>Last Report</u>
None	55	58
One	1	0
Two	3	1
Three	2	1
Four	0	1
Five	0	1
Six	1	0

III. ACCOUNTING OPERATIONS:

A. NUMBER AND LOCATION OF ONBOARD PERSONNEL

<u>LOCATION</u>	<u>ONBOARD</u>
MILLINGTON:	231
HUNTSVILLE:	24
USACE HQ:	1
DA Interns:	3
TOTAL:	259

B. DISBURSING WORKLOAD DATA

<u>PAYMENT</u>	<u>CURRENT MONTH</u> May 01-12	<u>YEAR TO DATE</u> Oct 01-May 12
CHECK:		
CHECKS ISSUED	3,474	85,174
PERCENT OF TOTAL	8%	11%
DOLLAR AMOUNT	\$27,628,882	\$750,274,517
EFT:		
TRANSFERS MADE	21,515	359,665
PERCENT OF TOTAL	92%	89%
DOLLAR AMOUNT	\$717,480,609	\$11,200,957,492

*percentages adjusted for utility checks which do not have to participate in EFT.

IV. OTHER UFC ISSUES:

A. On 2 May 05, the Accounting Quality Division issued the report on the audit of paid PCS vouchers for the first quarter of FY05. The monetary errors of eight percent were consistent with the improved level of audit results averaging about this same error rate during recent quarters. Examples of monetary errors concerned shipment and storage of household goods and temporary quarters subsistence expenses.

B. The UFC recently completed an audit of commercial payments for the third quarter of FY04 (April through June 2004). Similar to previous audits, this audit identified three problem areas that occur throughout USACE. One common error is that payment terms specified in the hard copy obligating document often do not agree with the payment terms reflected in CEFMS. Also, there is frequent misuse of the Prompt Payment Act (PPA) indicator. Obligations are often coded PPA exempt when they should not be; and conversely, obligations that should be coded PPA exempt are not. And third, several instances were noted where vendor addresses in CEFMS were not the same as those reflected in the hard copy obligating document. This was especially prevalent for ENG 93s and lease transactions.

C. The Performance Work Statement (PWS) Team for the UFC A-76 competition met 3-5 May with their support contractor, Contracting Office advisors, and legal advisor to discuss the PWS and acquisition strategy. Discussions were also held with the Customer Review Team and the Reachback Team. The draft PWS will be released 20 May 05, and will be available for public comment through 15 Jun 05. The PWS team members also attended additional PWS training during 9-13 May.

D. Our IM Chief attended the annual Regional Information Officer Symposium in San Diego on 25-28 Apr 05. The theme for this year's symposium was "The Road to Transformation." The keynote speaker was Jim Carroll who spoke about the rapidly changing technology in the world today. To be prepared for the future, we must keep up with the pace of change. One result of this rapid change is organizations and individuals becoming specialists in one area rather than broad knowledge of the whole. The first day's sessions were conducted by IM's customers presenting their strategic overview. Then Mr. Berrios presented the CIO strategic goals to support our customers. There were also breakout sessions including: Capital planning, eGIS, Security & Information Assurance, Librarians, and Record Managers. Mr. Berrios presented an overview of the Continuing Government Organization (CGO) that is expected to result following the decision from the IM/IT competitive sourcing study. The role of the CGO includes command and control,

information assurance, quality assurance, and contracting officer technical representative positions.

E. We have begun the annual Computer Security Training for all employees accessing computer systems as required by AR 25-2, Information Assurance. Fort Gordon School of Information Technology has developed a web based training course for this purpose, and we have made it available on our Inet. All UFC employees must logon to the Computer Security Training and complete the training NLT 27 May 05. A roster of students is automatically created based on each employee logon. Employees are also required to sign the Acceptable Use Policy for the UFC LAN as the final step in this training process.

F. Our Security Manager will attend Joint Personnel Adjudication System (JPAS) training 17-18 May. Instructors from the Defense Security Service will provide this extensive JPAS training as well as additional instruction on general information and personnel security topics. The training is also necessary for JPAS users who need the required certificate of training for accessing the system. JPAS is an automated system for all actions related to background investigations, security clearances, etc within the Department of Defense.

G. A representative from the UFC Disbursing Division attended an information/training session on the Treasury's General Account Deposit Reporting Network (TGANet) System in Bethesda, MD on 4-6 May 05. The session consisted of an application overview and enhancement discussion of the TGANet Release 2.0 and identification of enhancements for future program releases. The TGANet System will enhance the Financial Management Service's (FMS) ability to manage the Government's finances effectively, improve financial performance, and expand the E-Government initiative by providing Federal Program Agencies (FPAs) the ability to enter summary detail accounting information at the point of collection for credit to the Treasury's General Account (TGA). The TGANet information will support Treasury's redesigned central accounting system (Governmentwide Accounting and Reporting Modernization Project). By streamlining the over-the-counter (OTC) collection process, the TGANet System will allow FPAs to complete deposits for OTC receipts in a secure, Internet-based system.

H. UFC staff from both our Millington and Huntsville offices attended the FY 2005 Intra-Governmental Payment and Collection (IPAC) Conference in Columbus, OH 25-28 Apr 05. Information presented included the status of Government-wide Accounting & Reporting (GWA) and the changes that will be required of all agencies to fulfill GWA requirements for Treasury reporting. There was an update on Financial Management Service (FMS) initiatives and the latest changes/requirements for IPAC. Several non DoD agencies

including National Security Agency, Department of Veterans Affairs, Federal Bureau of Investigation and Department of Transportation attended the conference in order to gain a better understating of the DoD IPAC process. With the knowledge gained, they intend to broaden their current use of IPAC.

I. UFC personnel are participating with DFAS-Arlington in the DoD Accounts Receivable Workgroup. The workgroup is reviewing the FMR for possible update, documenting any systems problems with compliance to policy and procedures, developing SOP's as necessary, reviewing compliance or non compliance to policy and procedures and developing a high level DoD-Wide POA&M in an effort to obtain an assertion on DoD receivables.

J. Based on OMB Circular A-129 and OSD Memorandum dated 28 Apr 05, Subject: Policy for Write-off of Aged Receivables Due From the Public, UFC is developing a plan for writing off any public accounts receivable that is delinquent over 2 years. DFAS Centers and USACE will provide an action item spreadsheet to DFAS Arlington. DFAS Arlington will consolidate the plans and furnish them to OSD.

K. UFC Travel Division is processing PCS vouchers received 5 May 05.

L. Cynthia Blevins and Ellen Gibson attended the CFO Training Workshop in Baltimore on 3-5 May. The purpose of the meeting was to discuss audit findings and implementation of the FY 2005 CFO "Get Well" Plan. The plan identifies the regional team leaders and defines their roles in this effort. Topics covered were buildings and structures, equipment, land, accounts payable, accounts receivable, construction in progress, and statement compilation. The attendees included regional team leaders for CFO compliance, some HQUSACE and District representatives, and DoDIG audit team members.

M. CFO Team members are currently working on reconciliation of advance accounts in the revolving fund.